

OVC Fiscal Year 2020 Tribal Victim Services Set-Aside Formula Program

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Presenter



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Agenda



- OVC Mission
- Solicitation Description and Purpose
 - Eligibility and Formula (brief review)
 - Goals and Objectives
 - Award Information
 - Critical Application Elements
- How To Apply
- Q & A



Note: Have a copy of the solicitation available to follow along.

OVC Mission Statement



OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.

Section 2:

FY 2020 Tribal Victim Services Set-Aside (VSSA) Formula Program Solicitation





Where to Find the Solicitation

Places to Look:

1. OVC Website:

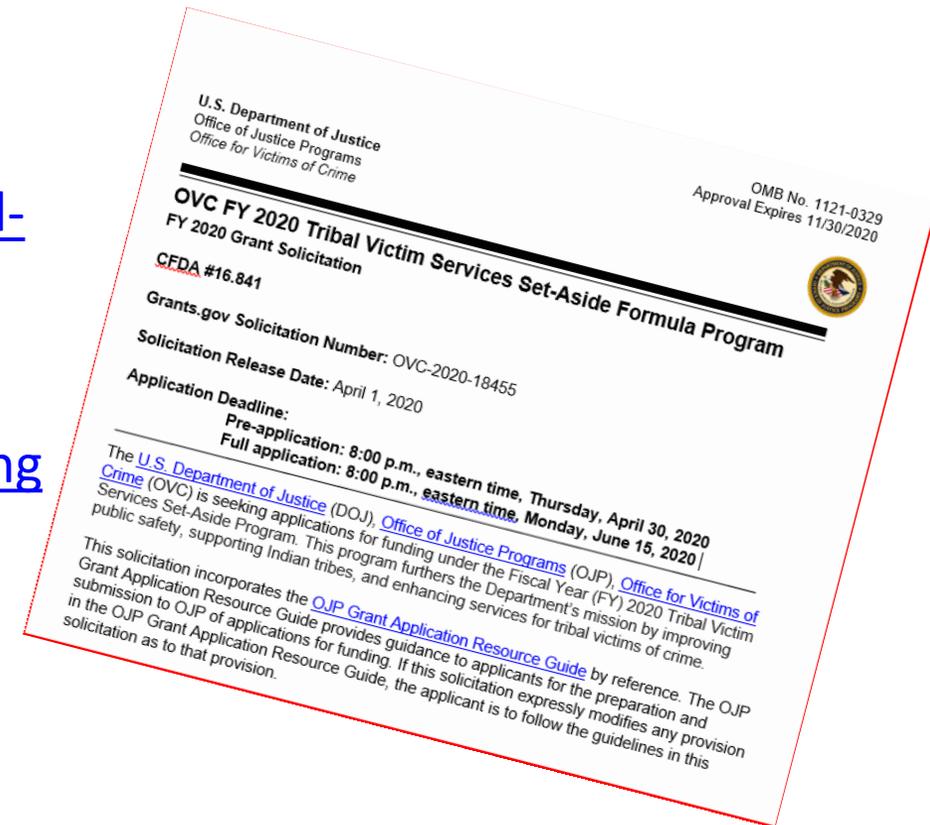
<https://www.ovc.gov/grants/pdf/txt/FY20-Tribal-VSSA-Solicitation.pdf>

2. Office of Justice Programs Website:

<https://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm>

3. Grants.Gov at:

<https://www.grants.gov/web/grants/search-grants.html>



Overview

(pgs. 6, 1)



This solicitation builds on OVC's prior tribal victim services set-aside discretionary funding program created in federal Fiscal Year 2018 to improve services for victims of crime in tribal communities.

Interested tribal applicants are required to submit:

1. a **pre-application** with eligibility and population information (by 8 pm, eastern, on **April 30**)
2. a **full application** now that OVC has notified you of your eligibility to apply for a specified amount (**by 8 pm, eastern, on June 15**).



Congratulations!

If you are joining this webinar, you have successfully completed your pre-application!

This means:

- ✓ You received an email notification on May 15 stating that your pre-application was accepted.
- ✓ Your allocation is available: <https://grants.ojp.usdoj.gov/TVSSA/>

Eligibility (Reminder)

(p. 1)



The following entities are eligible to apply:

- Federally recognized Indian tribes;
- Tribal designees; or
- Tribal consortia consisting of two or more federally recognized Indian tribes.



Tribal designees and consortia must submit a tribal resolution or other evidence of legal authority from the Tribe(s) by June 15.

See the [Tribal Authorizing Resolution](#) provision of the OJP Grant Application Resource Guide.

Submission Deadlines

(p. 1)



Full application: 8:00 pm, eastern time, Monday, June 15, 2020

OJP urges applicants to submit applications
at least 72 hours prior to the application due date.

Program Description & Purpose (pgs. 6-9)



- OVC has allocated the FY 2020 funding by an interim discretionary administrative formula.
- The formula was created with input from multiple consultations and listening sessions.
- All eligible applicants' allocation amounts are available on the OVC Tribal Set-Aside webpage:
<https://grants.ojp.usdoj.gov/TVSSA/>.

OVC Post-Formula Allocation Process (p. 9)



- All eligible applicants have received an email notification, they must submit full applications (program narratives, budgets, etc.) in GMS.
- Upon receipt of the full applications (by 8:00 pm, eastern, on June 15, 2020), OVC will assess applicants for pre-award risk, high-risk status, and budgets will be reviewed to identify any unallowable uses of funds.
- See [Appendix E: Guide to Submitting Full Application in GMS](#).

Goal

(p. 9)



The overall goal of this program is to provide support to tribal communities to improve services for victims of crime.

Examples of Allowable Uses of Funds

(p. 9)



- community needs assessment,
- strategic planning,
- victim service program development and implementation,
- victim service program expansion,
- community outreach and education,
- purchasing or procuring tangible items related to victim services, and
- other activities needed to address the needs of a wide variety of crime victims in tribal communities.



A comprehensive list of Allowable and Unallowable Costs can be found in [Appendix A](#) of the solicitation.

Focus Areas under the TVSSA Program (p. 13)



OVC funds must be used to support victims of crime.

Examples of allowable focus areas include (but are not limited to):

Sexual Assault Program

Domestic Violence Program

Assisting Victims of Fraud
and identity Theft

Serving Survivors
of Homicide

Vulnerable Adults and
Elder Abuse Program

Child Abuse Programs

Comprehensive Victim
Assistance Program

Serving Victims of Burglary,
Property, or Hate Crimes

Serving Victims of Human
Trafficking



Important Note: TVSSA grantees will be able to access training and technical assistance (TTA) through an OVC-designated national TTA provider to help support tribes to successfully carry out aspects of their OVC-funded programs.

Grantees are also permitted to secure their own TTA upon consultation with their OVC Program Manager.

Federal Award Information

(p. 10)



Estimated dollar amount for each award:

\$350,000 to \$3 million*

*Amounts per tribe will be determined by formula (described in the Program-Specific Information section).

Total amount anticipated to be awarded under solicitation: Est. \$118 million

Period of Performance start date:

January 1, 2021

Period of Performance duration:

up to 5 years

Type of Award:

Grant

Unallowable Costs (p. 11)



While these funds can be used to provide a wide range of services for victims of crime, there are **statutory limitations** on how the funds can be used.

These funds cannot be used to pay for costs associated with:

- ⊘ Services for criminal offenders;
- ⊘ Primary crime prevention activities;
- ⊘ Costs associated with law enforcement or prosecution personnel or activities; and
- ⊘ Construction.

Section 3: Required Documents



Full Applications **MUST** Include (p. 12)



- Revised SF-424
- Tribal Authorizing Resolution (if applicable)*
- Financial Management Questionnaire
- Revised SF-424
- Program Narrative*
- Budget Detail Worksheet, Including the Narrative*
- Indirect Cost Rate Agreement (if applicable)
- SF-LLL
- Disclosure of Pending Applications
- Disclosure and Justification – DOJ High Risk Grantees
- Request and Justification for Employee Compensation; Waiver (if applicable)

If the documents noted with an asterisk (*) are not submitted by June 15, 2020, the application will not be considered for funding.

Program Narrative Sections (pgs. 14-15)



Subsections to include (no more than 10 pages):

- A. Description of the Issue
- B. Current Status of Victim Services
- C. Project Description and Implementation
- D. Program Structure
- E. Current Grant Funding
- F. Plan for Collecting the Data Required for this Solicitation's Performance Measures

If any of the subsections below are not applicable to your application, please note “not applicable.”

Program Narrative

Description of the Issue

(p. 14)



Describe the specific victim services/assistance issue(s) (that is, need, crime problems, or other conditions), that this funding will help you address.

For example: You might describe gaps in service, populations of victims that are underserved or not being served, or conditions caused by continuing or emergent crime problems that the tribe(s) is currently not able to adequately address.



What is the problem funding will help solve?

Program Narrative

Current Status of Victim Services

(p. 13)



Describe the current, or previous, efforts you have undertaken to address the problem(s) identified in your response to Section A, “Description of the Issue.”

For example: You might briefly describe your current program (if any) and how it is working to address the needs of victims.



Program Design and Implementation

Describe your plan to develop a new program or use funds to enhance and/or sustain an existing program. This should include goals, objectives, and activities that you will use to serve victims of crime.

Create goals and measurable objectives that are:

- **S**pecific,
- **M**easurable,
- **A**ttainable,
- **R**ealistic, and
- **T**ime-bound.

Program Narrative

Program Structure

(p. 15)



- **Identify the individual(s) who would staff the proposed project** by name and position/title (if known), and explain their duties and responsibilities.
- **Identify the individual(s) who will provide supervision** to the project staff, and administrative oversight for the project by name and position/title, and explain their assigned duties and responsibilities.
 - If your proposed project will rely on the services of a contractor or consultants, please identify them and describe their assigned duties and responsibilities.
 - Please describe any collaborative partnerships to be created or enhanced as a result of this funding, including a description of each partner's role.



Program Narrative

Current Grant Funding

(p. 14)



Describe all other federal, state, or other grants or subgrants that you currently have related to serving victims of crime, by listing the:

- name of the award program,
- award number,
- award period, and
- funding agency.



Program Narrative

Data Collection

(p. 15)



- Include a plan for collecting all of the performance measures data required by this solicitation.
- Applicants should review the information in the solicitation and the applicable performance measures at <https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf>.
- Application should demonstrate your understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Budget Detail Worksheet (p. 16)



The proposed budget must be consistent with the Program Narrative and the project period the applicant proposes.

The budget must not exceed **the amount OVC allocates**

- Applicants can propose project periods of less than 5 years.
- Applicants may propose a budget for less than the allocated amount.

Budget Detail Worksheet (p. 16)



See the [OJP Grant Application Resource Guide](#) for information on the:

- [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
- Use the DOJ standard Budget Detail Worksheet form.
- Excel version preferred.
- Budget detail and budget narrative combined in one document.
- Available at: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

A screenshot of the U.S. Department of Justice Office of Justice Programs website. The page title is "OJP Budget Detail Worksheet". The content explains that the Budget Detail Worksheet and the Budget Narrative are now combined in a single document. It describes the worksheet as a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. It also mentions that the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties. Two links are provided: "Budget Detail Worksheet (Excel - 561 KB)" and "Budget Detail Worksheet (PDF - 3.68 MB)". A note states that if an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the following 508-compliant accessible Adobe Portable Document Format (PDF) version can be used. The page footer indicates "Date Created: February 3, 2020". On the right side, there are three menu items: "Applicant Resources", "Opportunities & Awards", and "Recipient Resources".

Budget Detail Worksheet



- ✓ **Show your Math** — Provide calculations and total cost for each expense.
- ✓ **Support your Budget** — Clearly link the expenses to activities in the Program Narrative.
- ✓ **Stay within Budget** — **Do not exceed the amount OVC allocates.**
- ✓ **Know your Timeline** — All awards may be up to five years! *(But you must include a budget for each year.)*

Still not sure if
a cost is
allowable?

Refer to the
DOJ Financial Guide and the
**FY 2020 Tribal Victim Services
Comprehensive List of
Allowable and Unallowable
Activities Chart** in Appendix A.



Other Attachments (p. 16)

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- Indirect Cost Rate Agreement (if applicable)
- Disclosure of Lobbying Activities
- Applicant Disclosure of Pending Applications
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

 **Important Note:** Access to funding will be withheld if these forms are not submitted.

Indirect Cost Agreement (if applicable) (p. 15)



INDIRECT COSTS

- Approved Indirect Cost Rate Agreement – *(i.e., by cognizant Federal agency)*
- Current negotiated agreement rate type – *(i.e., provisional/final, predetermined)*

INDIRECT COSTS – De Minimis Rate

- Can be used by recipients that have NEVER had a Federally approved Indirect Cost Rate Agreement
- Charge 10% of Modified Total Direct Costs (MTDC) without negotiating the rate / May be used indefinitely
- Charge costs consistently as indirect/direct for all awards

SF-LLL: Disclosure of Lobbying Activities (p. 15)



All applicants must disclose the existence or nonexistence of lobbying activities by completing and submitting Form SF-LLL with the application.

To download the Disclosure of Lobbying Activities form, visit:
<https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>

DISCLOSURE OF LOBBYING ACTIVITIES		Approved by OMB 0348-0046
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)		
1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/>
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: _____ Congressional District, if known: _____	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ Congressional District, if known: _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the fair above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		_____
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



The **disclosure** (written statement) should include both **direct applications** for federal funding (e.g., applications to federal agencies) and **indirect applications** for such funding (e.g., applications to state agencies that will subgrants federal funds).

This written statement should include:

- ✓ Federal or state funding agency name
- ✓ Solicitation name, project name, and description of the project
- ✓ Point of contact information at the applicable funding agency

Disclosure of High Risk Status (p. 15)



All applicants must submit a Disclosure of High Risk Status Document.

If an applicant is **currently designated as HIGH RISK** by a federal grant-making agency, then the application must include the following information:

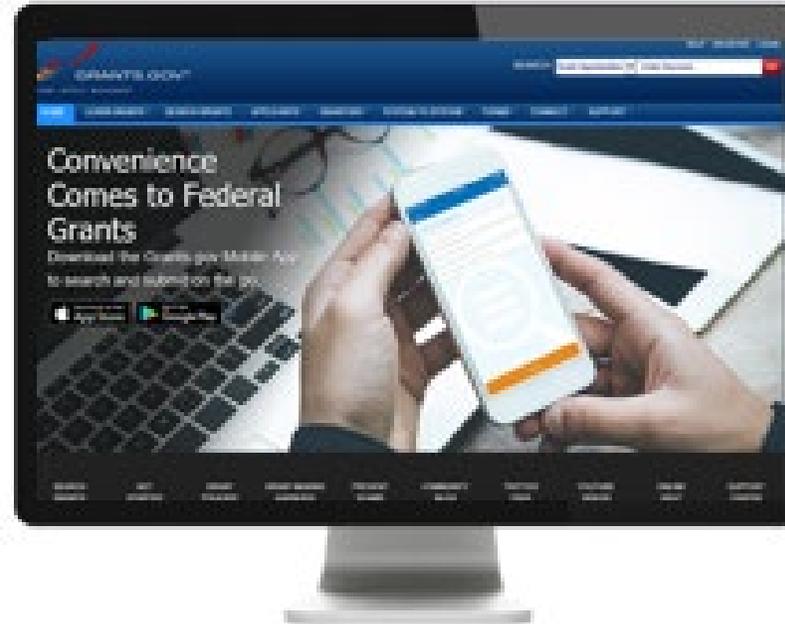
- ✓ Name and Contact info of the Designating Agency
- ✓ Date of Designation
- ✓ Reason for Designation
- ✓ Corrective Actions to be Implemented

If the applicant is **NOT designated as high risk**, the application must include statement such as:

"[Applicant Name on SF-424] (and proposed as a Subrecipient under) is not currently designated High Risk by a federal grant-making agency."

Section 4:

How to Apply - Full Application



Full Application Due by:



How to Apply in GMS (p. 16)



For additional information, please review [OJP Grant Application Resource Guide](#)

All Applicants should have completed the following steps:

1. Acquired a Data Universal Numbering System (DUNS) number
2. Registered or maintained registration with the System for Award Management (SAM) database (replaces CCR).
3. Acquired a GMS username and password.
4. Verified SAM registration in GMS.

REVISE the Full Application for Federal Assistance (SF- 424)

(pgs. 12, 13)



FY 2019 Coordinated Tribal Assistance Solicitation Program 2019-18056-AL-1A

Application Switch to ...

Review SF-424 Print a Copy

Application Handbook

- Purpose Areas
- Overview
- Applicant Information
- Purpose Area Details
- Budget and Program Attachments
- Assurances and Certifications
- Review SF 424
- Submit Application
- Required CTAS Application Attachments

10/Frequently Asked Questions
MS Home
Log Off

Instructions: You can use this page to review the completed SF-424 for each purpose area by selecting the purpose area from the drop-down menu. Project Title, Project Description, Congressional Districts or Budget, you will need to return to the purpose area details page.

Purpose Area:
07-Tribal Victim Services Set-Aside Program (OVC)

APPLICATION FOR FEDERAL ASSISTANCE	
1. TYPE OF SUBMISSION Application Construction	2. DATE SUBMITTED
	3. DATE RECEIVED BY STATE
	4. DATE RECEIVED BY FEDERAL AGENCY
5. APPLICANT INFORMATION	
Legal Name OSP OCIO Testing	Organizational Unit Testing Inc.
Address 123 Test Street Test, AL 12333-1233	Name and telephone number of the person to be contacted Test, Test (123) 222-1233
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 12-4322222	7. TYPE OF APPLICANT State
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Office for Victims of Crime
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.841 OPDA TITLE: Tribal Victim Services Set-Aside Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Testing via automation.
12. AREAS AFFECTED BY PROJECT Testing via automation	
13. PROPOSED PROJECT Start Date: 10/01/2019 End Date: 09/30/2022	14. CONGRESSIONAL DISTRICTS OF a. Applicant

Double Check the SF-424

- Type of Application: “New”
- Legal Name: Enter the same legal name you use in all OJP award documents. Must be exactly the same.
- Start/End Dates: REVISE: 01/01/21 – up to 12/31/26 (Applicant determines length of period up to 5 years)
- Estimated Funding: REVISE: up to your FY2020 allocation
- Project Description: FY 20 Tribal Victim Services Set-Aside Formula Program

How to Apply in GMS

(Appendix E)



Appendix E: Guide to Submitting a Full Application is a GREAT resource!

Appendix E: Guide to Submitting the FULL Application

(Due June 15, 2020)

Important Note: This Guide should be used only AFTER an applicant has submitted a pre-application in GMS and received an email notification informing them that their application needs to be "change requested." (To see the steps to submit a pre-application, please reference the Guide to Submitting Pre-Application in GMS at <https://grants.ojp.usdoj.gov/TVSSA/>).

Section 1—Login to GMS

--Go to the following website: <https://grants.ojp.usdoj.gov/gmsexternal/>

--Enter your username and password, then click the green **Sign-in** button. If you are unable to login, please contact the GMS Helpdesk at 888-549-9901, option 3.

SIGN IN

--You will be logged into to GMS and will see the GMS Home/Applications screen. **Proceed to Section 2.**

Section 2—Re-submit your Full Application

--On the GMS Home/Applications screen, locate your Tribal Victim Services Set-Aside Formula Program application.

Correspondence
1 New Message(s)
Compose message

Technical Difficulties?



1. **Contact** the GMS Help Desk at 888-549-9901 (option 3) to report technical difficulties
2. **Call or Email** the Response Center at toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only) or email to grants@ncjrs.gov **within 24 hours after the application deadline.**

The email must:

1. describe the technical difficulties;
2. include a timeline of the submission efforts;
3. the complete grant application;
4. DUNS number; and
5. GMS Help Desk tracking number(s).



Note: DOJ *DOES NOT* automatically approve requests for a late submission

Upload all Relevant Documents for Full Application (p. 36)



- ✓ Revised SF-424
- ✓ Program Narrative
- ✓ Budget Detail Worksheet
- ✓ Tribal Authorizing Resolution (if applicable)
- ✓ Financial Management and System of Internal Controls Questionnaire
- ✓ Indirect Cost Rate Agreement or De Minimis Doc (if applicable)
- ✓ Disclosure of Lobbying Activities
- ✓ Applicant Disclosure of Pending Applications
- ✓ Applicant Disclosure of High-Risk Status

Full Application Deadline: 8:00 p.m., eastern, Monday, June 15, 2020

Stay Connected to OVC



Subscribe to receive notices about OVC's programs and initiatives in one of two ways.

- **Text to Subscribe:** Text **OJP OVC [your email address]** to **468-311** to subscribe. *Message and data rates may apply.*
- **Online:** Visit https://puborder.ncjrs.gov/Listservs/subscribe_newsfromovc.asp and enter your email address.

Follow us on social media.

- **Facebook:** <https://www.facebook.com/OJPOVC>
- **Twitter:** <https://twitter.com/OJPOVC>
- **YouTube:** www.youtube.com/ojpovc

Solicitation Assistance and Support (p. 2)



National Criminal Justice Reference Service (NCJRS) Response Center

<https://www.ncjrs.gov>

- Provides programmatic and general assistance with solicitation requirements.
- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
 - Sign up to receive the biweekly **JUSTINFO** newsletter and the weekly **Funding News From NCJRS** email.
 - Be sure to select “Grants/funding” as an area of interest in your NCJRS registration profile when you subscribe.
- **Phone:** 800–851–3420
- **Email:** grants@ncjrs.gov
- **Web chat:** <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **TTY** at 301–240–6310 (hearing impaired only)
- **Hours of operation:** 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday.

Technical Application Assistance (pgs. 2, 16)



GMS

- Provides technical assistance with submitting an application
 - **Help Desk** – 888-549-9901 (option 3)
 - Operates 24 hours a day, 7 days a week, including on federal holidays.
 - **Email**
 - GMSHelpDesk@usdoj.gov

Notifications regarding known technical problems with GMS will be posted on ojp.gov/funding/index.htm

See the [OJP Grant Application Resource Guide](#) for procedures to document a technical issue.



Important Websites

- OVC's Tribal Set-Aside webpage: <https://www.ovc.gov/news/tribal-set-aside.html>
- FY2020 TVSSA solicitation documents: <https://grants.ojp.usdoj.gov/TVSSA/>
- OJP Grant Application Resource Guide:
<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>
- DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>
- Budget Detail Worksheet:
<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>
- OVC Training and Technical Assistance Center: www.ovcttac.gov
- Grants Management System: <https://grants.ojp.usdoj.gov/>
- Grant Performance Measurement Reporting: <https://ojp.gov/performance/>



Please submit questions during the presentation by using the Q&A box
and selecting all presenters.

